

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 3, 2002

ALL COUNTY LETTER NO. 02-75

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY FOOD STAMP EMPLOYMENT
AND TRAINING (FSET) COORDINATORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: ANNUAL FSET PLAN INSTRUCTIONS
FOR FEDERAL FISCAL YEAR
(FFY) 2003

REFERENCE; MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS
63-407 THROUGH 63-410

The purpose of this letter is to transmit annual FSET plan instructions to counties for FFY 2003. Counties that are interested in participating in the FSET program during the upcoming federal fiscal year must submit a complete annual FSET plan, as required by the U.S. Food and Nutrition Service (FNS). The enclosed *Handbook on Preparing Annual County Plan for the FSET Program* (Enclosure 2) is modeled after the FSET plan training provided by the Department's FSET staff to counties on July 18, 2002. The instructions are updated to reflect the FSET program changes from the recently-enacted Food Stamp Reauthorization Act of 2002 (please refer to All County Letter (ACL) 02-49, dated July 12, 2002, for further information on these changes).

Non-FSET counties need to complete limited sections of the plan (i.e., Part II [Program Participation and Exemptions] and Tables 1 and 1B in Enclosure 2). This is because FNS requires statewide estimates and information on Able-Bodied Adults without Dependents (ABAWDs) and work registrants, in addition to FSET participants.

FNS has changed its FSET State Plan requirements and participating counties will need to submit a complete plan every year starting in FFY 2003. (Previously, only certain tables were required on alternate years.) In the future, the Department will issue the Handbook electronically when the FSET planning allocations are sent out each year.

To the extent possible, the enclosed Handbook includes templates, fill-in sections and an Excel spreadsheet for the counties' ease and to facilitate statewide consistency. At the beginning of each section of the plan, we have indicated in the upper right hand corner whether a template or fill-in is provided. The Department will E-mail an electronic version of the handbook and Excel spreadsheet to counties. Counties are encouraged to utilize the electronic documents and return them completed by E-mail. **The deadline for submitting FSET plans is extended to October 30, 2002. Please submit the completed plans to:**

California Department of Social Services
ATTN: Tony Pyara
744 P Street, Mail Station 16-33
Sacramento, California 95814
e-mail: tpyara@dss.ca.gov
fax: (916) 654-1048

Summary of FSET Program Changes

As discussed in ACL 02-49, dated July 12, 2002, the FSET provisions in the Food Stamp Reauthorization Act of 2002 brought about the following significant changes to California's FSET program:

- Reduction of 100 percent federal funds from \$23.4 million in FFY 2002 to \$7.1 million in FFY 2003;
- Ineligibility for second component 100 percent federal funds due to new criteria for accessing these funds, which California does not meet;
- Fewer unspent 100 percent federal funds will be carried over and allocated to states in the upcoming FFYs due to the rescission of unobligated carry-over funds in FFY 2003 and decreased FSET funding levels;
- Elimination of the maintenance of effort requirement retroactive to October 1, 2001 will alleviate the counties from their obligation to match a percentage of the second component 100 percent federal dollars;
- Elimination of the \$175 and \$30 limits on offered and filled slots will allow counties to claim reimbursement for more expensive FSET activities;
- Elimination of the \$25 limit on participant reimbursement for transportation/ancillary costs; and
- Elimination of the 80/20 spending requirement to serve ABAWDs in qualifying FSET activities.

FSET Funding in FFY 2003

Enclosure 1 displays the counties' estimated allocation of 100 percent federal FSET funds in FFY 2003 for purposes of developing the counties' annual FSET plans. The allocations are available to only those counties that have confirmed their intent to participate in FSET and the amounts are based on the counties' percentage of average monthly NAFS cases for calendar year 2001.

Please note that the planning allocation table no longer shows second component 100 percent federal funds because California is not eligible for these funds. Also not reflected are allocations for the 50 percent federal/50 percent county administrative overmatch fund category and the 50 percent federal/50 percent county participant reimbursement fund category. This is because these funds are not capped, and counties may request as much as they need. If the 50/50 funds are requested, counties will need to reflect those costs in their FSET plan and in the appropriate FSET fund categories on Tables 4 and 5 in Enclosure 2. (Note: Counties may request additional 50 percent federal/50 percent county funds after the October 30, 2002 deadline for submission of their annual FSET plans.)

Counties are required to base their estimated FSET component costs on the anticipated number of individuals participating in an allowable FSET component. The concept of an "offered" slot no longer exists. Counties should be able to use the data from their most recent STAT 40 and STAT 46 reports to develop reasonable estimates for their annual FSET plans. As in previous years, counties may not claim multiple reimbursements for the same individual in the same month, although an individual may be placed in multiple components within a month.

Page Three

Annual FSET Plan and STAT 40 and STAT 46 Reports

There is a direct relationship between the estimates that are provided on the counties' annual FSET plan and the data reported on their STAT 40 and STAT 46 reports. FNS uses the reported information from these documents to determine each state's allocation of FSET funds and allocation of 15 percent ABAWD exemptions. The data from the STAT reports are also used to monitor the states' level of FSET program activities and expenditures. To ensure the integrity of California's FSET program, it is critical that counties provide realistic estimates in their annual FSET plans and report timely and accurate data on their STAT 40 and STAT 46 reports.

If you have any questions about this letter, please contact Tony Pyara, Employment Bureau Analyst, at (916) 657-2630 or Yvonne Lee, Unit Manager in the Employment Bureau, at (916) 657-5039. Questions concerning your county's FSET allocation should be directed to Julie Macko, Analyst in the County Financial Analysis Bureau, at (916) 657-1659.

Sincerely,

***Original Document Signed By
Bruce Wagstaff on 10/03/02***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosures

c: CWDA
CSAC

**HANDBOOK ON PREPARING
ANNUAL COUNTY PLANS FOR THE FOOD STAMP
EMPLOYMENT AND TRAINING (FSET) PROGRAM**

**California Department of Social Services
Welfare to Work Division
Employment and Eligibility Branch**

October 3, 2002

Table of Contents

SUBJECT	PAGE
Introduction	4
Cover Page for County FSET Plan (template)	7
Part I: Summary of County FSET Program	8
Part 1-A: Brief Narrative of Overall FSET Program	8
Part 1-B: Detailed Narrative of Each FSET Component	10
Job Search (definition)	11
Job Search (template)	12
Job Club (definition).....	15
Job Club (template)	16
Workfare (definition).....	19
Workfare (template)	20
Self-Initiated Workfare (definition)....	23
Self-Initiated Workfare (template)	24
Work Experience/OJT (definition).....	27
Work Experience (template)	28
Vocational Training (definition).....	31
Vocational Training (template)	32
Education (definition)	34
Education (template)	35
Drug/Alcohol Rehabilitation (definition).....	38
Additional components (definition).....	39
Additional components (template)	40
Part II: Program Participation & Exemptions (template)	42
Table 1, Estimated Participant Levels (template).....	44
Table 1B, Criteria for 15 Percent Exemption (template).....	45
Table 2, Estimated FSET Placement Levels and Estimated ABAWD Activity (template)	46

SUBJECT	PAGE
Part III: Program Coordination	47
Table 3, Summary of Interagency Coordination for the FSET Program (template).....	50
Part IV: Program Costs and Financial Management	51
Table 4, Operating Budget (template).....	54
Table 5, Planned Fiscal Year Costs (template).....	55
Part V: Program Reporting and Management Information	56
Appendix 1: Guidelines for Completion of Federally Required Tables	57
Appendix 2: FSET Program: Federal and County Financial Participation Categories	60
Appendix 3: Definitions	61
Appendix 4: Relationship of the Annual FSET Plan to Quarterly STAT 40/46 Reports and County Expense Claims	64
Exhibit 1: Participation Requirements in FSET Counties	
Exhibit 2: Title 1 Workforce Investment Act Activities	
Exhibit 3: Example of a Completed FSET Plan	

Introduction

The purpose of this handbook is to specify the format in which each participating county welfare department (CWD) must present the information required for California's annual Food Stamp Employment and Training (FSET) Plan.

Note: Counties that are not participating in FSET must complete Part II (Program Participation and Exemption) and Tables 1 and 1B of the FSET Plan. Both participating and non-participating counties are required to submit quarterly STAT 40 and 46 reports (see Exhibits 4 and 5) as there are some statewide data elements in these documents that directly affect the amount of California's allocation of FSET funds and 15 percent ABAWD exemptions.

In order to receive an allocation of federal FSET funds, participating counties must complete an annual FSET plan. State approval of the county plans and allocation of FSET funds will be contingent upon federal approval of the State Plan by the U.S. Department of Agriculture, Food and Nutrition Service (FNS). Counties will be formally notified of their FSET plan approval and fiscal allocation via a county fiscal letter.

To help streamline the process, this handbook includes guided instructions, including fill-in sections and templates that counties may use to complete their annual plan. Some sections, however, require the counties to prepare written narratives and are so annotated at the top of each section. The Department will E-mail electronic versions of the handbook in Microsoft Word and Table 4 in Microsoft Excel to all county Food Stamp Coordinators. While counties are not required to utilize the electronic version of the documents, they are required to include all the requested information in the specified format. If the electronic documents are used, please use the "type over" mode to key in the information.

1. Plan Submission

The CWD's deadline for submitting their completed Federal Fiscal Year (FFY) 2003 FSET plan is October 30, 2002. CWD's are encouraged to submit their plans by E-mail to

tony.pyara@dss.ca.gov to expedite the State's review process. If a county does not have this capability, they must send two copies of the completed FSET Plan to:

California Department of Social Services
744 P Street, Mail Station 16-33
Sacramento, California 95814
Attention: Tony Pyara
Fax: (916) 654-1048

2. Subsequent Plan Modifications

If a county proposes to make any substantive changes to the FSET program after their FSET plan is approved by the California Department of Social Services (CDSS), the CWD must submit a plan modification to the above address. The modification request must be approved before the proposed change(s) may be implemented. The CWD may be liable for costs associated with implementation of any significant change prior to approval by CDSS and FNS.

The following are examples of substantive changes that would require a formal modification of the county's FSET plan:

- Major change in components (e.g., adding, deleting, or modifying a component); or
- Change in the amount of expenditures expected to exceed the 100 percent federal fund allocation for which the CWD will request 50 percent federal reimbursement.

Examples of non-substantive changes that do not require State/Federal approval include, but are not limited to, the following:

- The substitution of one contractor for another which does not affect the scope or operation of a component; or
- A change in the targeted population of a component, which does not affect the participation levels or component cost.

Plan modifications **must** include:

- An explanation of the proposed change(s);
- Revised Table 1 (Estimated Participant Levels) and revised Table 2 (Estimated FSET Placement Levels), if participation levels change as a result of the Plan modification; and
- Revised Table 4 (Operating Budget) and Table 5 (Planned Fiscal Year Costs) if the Plan modification would result in a change in the operating budget and/or a change in the amount of any of the funding categories.

The county must submit substantive plan changes to the State in a timely manner (i.e., at least 60 days prior to the proposed implementation date of the change). This will allow sufficient time for CDSS to review the changes, modify the State Plan, and allow a minimum of 30 days for FNS to review and approve/deny the proposed State Plan changes. Proposed plan modifications must be reported as changes to the appropriate sections of the county's most recently approved FSET Plan and county FSET allocations.

If there are any questions regarding this handbook, please contact the following individuals at the CDSS Employment Bureau:

Questions on FSET Plan completion:	Tony Pyara, Analyst, (916) 657-2630 or Yvonne Lee, Manager, (916) 657-5039.
------------------------------------	--

Questions on participation requirements:	Robert Nevins, Analyst, (916) 654-1408.
--	---

**FOOD STAMP EMPLOYMENT
AND TRAINING PROGRAM
COUNTY PLAN FOR
FEDERAL FISCAL YEAR 2003
(OCTOBER 1, 2002 – SEPTEMBER 30, 2003)**

COUNTY OF

Prepared by: _____

Title: _____

Telephone: _____

Fax: _____

Email: _____

Date Submitted: _____

PART 1-A: Brief Narrative Abstract of Overall FSET Program.

Attach a brief narrative that summarizes and affords an overall perspective of the FSET program in FFY 2003. The abstract should, at a minimum, include the following information:

1. Program Changes.

Describe here the nature of the changes proposed in the FFY 2003 County FSET Plan, if any.

2. Able-Bodied Adults Without Dependents (ABAWD) Population.

- Estimate the size of the ABAWD population to be served by the program.
- Discuss availability of FSET program components for Indians living on reservations, if appropriate.
- Discuss planned implementation of the 15 percent ABAWD exemption allowance, specifically the criteria for ABAWDs to be exempted.
- Discuss any special problems associated with the ABAWD population, e. g., anticipated high noncompliance levels, significant barriers faced by ABAWDs, etc.

3. Program Components.

- List the components that will be included in the county's FSET program.
- Discuss the weekly/monthly hours of participation required of each component.
- Describe planned combinations of components to meet the participation requirement of 20 hours per week in a qualifying work program for ABAWDs.

Note: An FSET program may consist of many different types of components. Counties may refer to Exhibit 1 for a brief description of FSET participation requirements and allowable FSET activities for ABAWDs and non-ABAWDs.

4. Sequencing of Components.

- Describe the sequence in which the components will be assigned, if it is intended that persons will be placed in more than one component over the course of the FFY.

5. Other Employment Programs.

- Describe other employment and training programs that serve food stamp/CalWORKs/General Assistance recipients.
- Describe how the FSET Program will interface with them.
- Detail the coordination between the CalWORKs Welfare-to-Work program and the FSET Program, including administrative consolidations and shared components, if any.

6. Workforce Development System

Counties are encouraged to deliver their FSET components through the Workforce Investment Act, One-Stop system, unless their local One-Stop Center cannot provide the service or a One-Stop Center does not exist in the area.

- Describe the CWD's plans for delivering each of its FSET components through its workforce development system.
- If a particular component is not available locally through the system, discuss the source(s) the County will use to provide it.

7. Outcome Data

- Provide any outcome data such as numbers of participants entering employment, types of employment found, wage rates, etc., collected by counties.
- Please forward such data with the FSET County Plan.
- Include a copy of any evaluations or studies relating to employment and training conducted or commissioned by counties.

PART 1-B: Detailed Narrative of Each FSET Component

[templates provided]

Provide a detailed, narrative description of **each** FSET program component (i.e., activity) that will be offered by the county during FFY 2003. CDSS has provided a template for each of the basic FSET components that a county may offer—**fill in the templates using typeover mode to avoid margin changes**. Each template is preceded by a brief description of the requirements for that component. The county may attach additional pages, if more space is needed.

Please note that there are some fill-in questions that are unique to a specific component. These questions are highlighted in shaded text and must be included in the component description when the activity is offered in combination with another activity (e.g., vocational training/job search). When a component includes combined activities, the component name must reflect all the activities associated with that component (e.g., Work Experience/OJT/Drug and Alcohol Rehabilitation).

A separate template for Drug/Alcohol Rehabilitation is not included since this activity must not comprise more than 25 percent of a participant's required hours of participation. If drug/alcohol rehabilitation is offered, this activity must be described within the context of the primary activity. For example, if a participant is required to participate in vocational training and drug/alcohol rehabilitation, the rehabilitation activities must be included in the detailed narrative description of the vocational training activity.

Part 1B – Job Search

This component requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. The guidelines for this activity are discussed below.

- Applicants can be assigned up to 8 consecutive weeks of job search.
- Recipients can be assigned up to 8 more weeks during 12 consecutive months.
- Minimum hours per month: 12.
- Maximum hours per month: 120.

ABAWDs:

- Hours spent in job search count toward the 20-hour per week ABAWD work requirement provided the job search is not a stand-alone* component, but is combined with an FSET education or vocational training component.
- Hours spent performing job search must be less than half the total hours required for the complementary component. For example, the county combines job search and vocational training. If the vocational training activity is 15 hours per week, the maximum hours spent in job search cannot exceed seven hours per week.

When job search is offered **in combination** with another activity, information from lines 4 and 5 of the template for this activity must be included in the description of the primary activity with which it is combined. Enter the cost for the combined component on Table 4, line 9, 13 or 15, as appropriate.

*EXCEPTION: Stand-alone job search can be a qualifying activity for ABAWDs if it is operated under Title 1 of the Workforce Investment Act or Section 236 of the Trade Act.

1. Name of component: **Job Search**
2. Type of Component: non-work
3. Description of component: (describe the participant activities)

4. Number of job contacts that will be required over what time period.

5. Method for monitoring job contacts (e.g., random phone calls):

6. Geographic areas covered and variations among local areas:
County-wide
Other (specify):

7. Targeted populations (e.g., ABAWDs, LEP, etc.):

Applicants	Recipients
------------	------------

8. Anticipated number of ABAWDs who will begin the component each month:

9. Anticipated number of non-ABAWD mandatory participants who will begin the component each month:

(shaded text is unique to this component and must be included when combined with another activity)

Job Search (continued)

10. Anticipated number of volunteers who will begin the component each month:

11. Organizational Responsibilities (specify providers):

12. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), column E of the appropriate component.*

13. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, column D of the appropriate component.*

Job Search (continued)

14. Cost of the component, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of Columns A, B and C of the appropriate component on Table 4.*

15. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 12 above

+_____ final figure from item 13 above

+_____ final figure from item 14 above

\$_____ total cost for this component. *Enter this amount on Table 4, Column F of the appropriate component.*

Part 1B - Job Club

This component is designed to enhance the job readiness of participants by providing instruction in job seeking techniques and striving to increase motivation and self-confidence. The component may consist of job skills assessments, job placement services or other direct training or support activities. The job club component may combine job search activities with other training and support activities. The guidelines for this activity are discussed below.

- Applicants can be assigned up to 8 consecutive weeks of job search/job club.
- Recipients can be assigned up to 8 more weeks during 12 consecutive months.
- Minimum hours per month: 12.
- Maximum hours per month: 120.

When job club is offered **in combination** with another activity, information from lines 3 and 4 of the template for this activity must be included in the description of the primary activity with which it is combined (e.g., vocational training/job club). Enter the cost for the combined component on Table 4, line 10, 14 or 15, as appropriate.

ABAWDs

- Hours spent in job search and/or job club count toward the 20-hour per week ABAWD work requirement provided they are not stand-alone* components, but are combined with an FSET education or vocational training component.
- Hours spent participating in job search and/or job club must be less than half the total hours required for the complementary component. For example, the county combines a job club workshop with vocational training. If the vocational training component is 15 hours per week, the maximum hours spent in job club cannot exceed seven hours per week.

*EXCEPTION: Stand-alone job search can be a qualifying activity for ABAWDs if it is operated under Title 1 of the Workforce Investment Act or Section 236 of the Trade Act of 1974.

1. Name of component: **Job Club**
 2. Type of Component: non-work
 3. Description of component (describe the participant activities, number of hours of participation in the component and duration (e.g., 1 week, 30 hours per week of classroom training; followed by 2 weeks, 10 hours per week of actual job search):

 4. Description of component structure (e.g., group training and motivation followed by supervised job club). Describe the duration and goals of the training as well as any specific job search requirements (e.g., number of job contacts that will be required over what period of time, method for monitoring job contacts, etc.).

 5. Geographic areas covered and variations among local areas:
County-wide
Other (specify):

 6. Targeted populations (e.g., ABAWDs, LEP, etc.):

- | | |
|------------|------------|
| Applicants | Recipients |
|------------|------------|

(shaded text is unique to this component and must be included when combined with another activity)

Job Club (continued)

7. Anticipated number of ABAWDs who will begin the component each month:

8. Anticipated number of non-ABAWD mandatory participants who will begin the component each month:

9. Anticipated number of volunteers who will begin the component each month:

10. Organizational responsibilities (specify providers):

11. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), column E of the appropriate component.*

Job Club (continued)

12. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost *[lower of actual cost or Regional Market Rate]*

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, column D of the appropriate component.*

13. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$ _____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of columns A, B and C of the appropriate component on Table 4.*

14. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 11 above

+_____ final figure from item 12 above

+_____ final figure from item 13 above

\$_____ total cost for this component. *Enter this amount on Table 4, column F of the appropriate component.*

Part 1B - Workfare (and 30-day Job Search Prior to Workfare)

Workfare

This is a work component in which food stamp recipients perform work in a public service capacity as a condition of eligibility. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community.

In lieu of wages, workfare participants receive compensation in the form of their household's monthly food stamp allotment. Workfare assignments cannot replace or prevent the employment of regular employees, and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours.

Hours of participation are determined by dividing the household's food stamp allotment by the higher of the state or federal minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.)

This component may be used to satisfy the ABAWD work requirement.

30-Day Job Search Prior to Workfare

This component satisfies the ABAWD work requirement. Hours of participation are determined by dividing the household's food stamp allotment by the higher of the state or federal minimum wage.

Part 1B

[template]

1. Name of component: **Workfare**

30-day Job Search Prior to Workfare (check box if applicable)

2. Type of Component: work

3. Description of component: (describe the participant activities)

4. Geographic areas covered and variations among local areas:

County-wide

Other (specify):

5. Targeted populations (e.g., ABAWDs, LEP, etc.):

Applicants	Recipients

6. Anticipated number of ABAWDs who will begin the component each month:

7. Anticipated number of non-ABAWD mandatory participants who will begin the component each month:

8. Anticipated number of volunteers who will begin the component each month:

Workfare (continued)

9. Number of hours of participation in workfare and duration of component:

10. If 30-Day Job Search Prior to Workfare is offered:

- Participants required to perform this activity (e.g., newly certified ABAWDs):

- Number of job contacts that will be required over what time period:

- Method for monitoring job contacts (e.g., random phone calls):

11. Organizational responsibilities (specify providers):

12. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), Cell E-3.*

(shaded text is unique to this component and must be included when combined with another activity)

Workfare (continued)

13. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, Cell D-3.*

14. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of Cells A-3, B-3, and C-3 on Table 4.*

15. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 12 above

+_____ final figure from item 13 above

+_____ final figure from item 14 above

\$_____ total cost for this component. *Enter this amount on Table 4, Cell F-3.*

Part 1B - Self-Initiated Workfare

This is a work component that is comparable to regular workfare and designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs, ABAWDs voluntarily participate and find their own workfare job assignments. Individuals are responsible for arranging to have their participation reported to their caseworkers and verifying their workfare hours.

This component can be used to satisfy the ABAWD work requirement.

Hours of participation are determined by dividing the household's food stamp allotment by the higher of the state or federal minimum wage.

Part 1B

[template]

1. Name of Component: **Self-Initiated Workfare**

(List only comparable workfare programs established by the State or political subdivision of the State.)

2. Type of Component: work

3. Description of component: (Describe the participant activities and the method used to determine the monthly number of participation hours.)

4. Geographic areas covered and variations among local areas:

County-wide

Other (specify):

5. Anticipated number of ABAWDs who will enter the component each month:

6. Organizational responsibilities, if any:

(shaded text is unique to this component and must be included when combined with another activity)

Self-Initiated Workfare (continued)

7. ABAWD responsibilities (finding workfare position, keeping track of hours of participation, reporting, etc.):

If participant reimbursements are applicable, complete question 8:

8. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), Cell E-4.*

9. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of Cells A-4, B-4, and C-4 on Table 4.*

Self-Initiated Workfare (continued)

10. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 8 above

+_____ final figure from item 9 above

\$_____ total cost for this component. *Enter this amount on Table 4, Cell F-4.*

Part 1B - Work Experience/On-the-Job-Training (OJT)

This is a work component designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment.

Work experience assignments may not prevent or replace regular employment, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place FSET participants in work experience positions with private sector entities.

This component can be used to satisfy the ABAWD work requirement.

Hours of Participation:

Determined by dividing the household's food stamp allotment by the higher of the state or federal minimum wage.

1. Name of Component: **Work Experience/OJT**

2. Type of Component: work

3. Description of Component:

4. Geographic areas covered and variations among local areas:

County-wide

Other (specify):

5. Anticipated number of ABAWD participants each month:

6. Anticipated number of non-ABAWD mandatory participants each month:

7. Anticipated number of volunteers each month:

8. Targeted population (e.g., ABAWDs, LEP, etc.):

Applicants

Recipients

9. Number of hours of participation and duration:

Work Experience/OJT (continued)

10. Organizational responsibilities:

11. Cost of participant reimbursement for transportation/ancillary:

\$ _____ monthly per person cost [*\$25 cap eliminated*]

X _____ monthly number of participants expected to receive reimbursement

\$ _____ = cost per month

X 12 months =

\$ _____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), column E of the appropriate component.*

12. Cost of participant reimbursement for dependent care:

\$ _____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X _____ monthly number of participants expected to receive reimbursement

\$ _____ = cost per month

X 12 months =

\$ _____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, column D of the appropriate component.*

Work Experience/OJT (continued)

13. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of columns A, B and C of the appropriate component on Table 4.*

14. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 11 above

+_____ final figure from item 12 above

+ _____ final figure from item 13 above

\$ _____ total cost for this component. *Enter this amount on Table 4, column F of the appropriate component.*

Part 1B - Vocational Training

This component is designed to improve the employability of FSET participants by providing training in a skill or trade that allows the participant to move directly into employment. A vocational training component may be combined with a job search or job club component.

Hours of participation can range from 12 to 120 per month, as determined by the county.

ABAWDs:

- This component satisfies the ABAWD work requirement.
- Hours may be less than 20 hours per week when combined with other ABAWD activities except Workfare.

Hours spent in job club and/or job search count toward the 20-hour ABAWD work requirement. However, job search or job club must not be a stand-alone* component and hours of participation must be less than half of the total hours required of the vocational training component. For example, if a vocational training component is 20 hours per week, the maximum hours spent in job search cannot exceed nine hours per week.

*EXCEPTION: Stand-alone job search can be a qualifying activity for ABAWDs if it is operated under Title 1 of the Workforce Investment Act or Section 236 of the Trade Act of 1974.

Part 1B

[template]

1. Name of Component: **Vocational Training**

2. Type of Component: non-work

3. **Description of Training Program:**

4. Geographic areas covered and variations among local areas:

County-wide

Other (specify): _____

5. Targeted population (e.g., ABAWDs, LEP, etc.):

Applicants

Recipients

6. Anticipated number of ABAWD participants each month:

7. Anticipated number of non-ABAWD mandatory participants each month:

8. Anticipated number of volunteers each month:

9. Number of hours of participation and duration (e.g., 1- to 3-month course, two to four hours per day):

10. Organizational responsibilities (e.g., county refers participants to ABE classes and monitors progress):

(shaded text is unique to this component and must be included when combined with other activity)

Vocational Training (continued)

11. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), column D of the appropriate component.*

12. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, column D of the appropriate component.*

13. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of columns A, B and C of the appropriate component on Table 4.*

14. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 11 above

+_____ final figure from item 12 above

+_____ final figure from item 13 above

\$_____ total cost for this component. *Enter this amount on Table 4, column F of the appropriate component.*

Part 1B - Education

This is a non-work component that provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post-secondary education. A post secondary education component is one whose purpose is academic and whose curriculum is designed primarily for students who are beyond the compulsory age for high school. Only educational components that establish a direct link to job-readiness will be approved.

Federal FSET funds cannot take the place of nonfederal (i.e., state or local) funds for existing educational services. Federal FSET funds for operating education components may be authorized only for the costs that exceed the normal cost of services provided to persons not participating in FSET.

Hours of participation can range from 12 to 120 per month, as determined by the county.

ABAWDs:

- This component satisfies the ABAWD work requirement.
- Hours may be less than 20 hours per week when combined with other ABAWD activities except Workfare.
- Hours spent in Job Search/Job Club may be combined with Education when they are less than half of the total hours for education.

Part 1B

[template]

1. Name of Component: **Education**

2. Type of Component: non-work

3. Description of Component:

4. Type of educational activities (e.g., ESL, GED, basic literacy, ABE, post-secondary)

5. Geographic areas covered and variations among local areas:

County-wide

Other (specify): _____

6. Anticipated number of ABAWD participants each month:

7. Anticipated number of non-ABAWD mandatory participants each month:

8. Anticipated number of volunteers each month:

9. Targeted population:

Applicants	Recipients
<hr/>	

10. Number of hours of participation and duration:

11. Organizational responsibilities (e.g., county refers participants to ABE Classes and monitors progress):

(shaded text is unique to this component and must be included when combined with another activity)

Education (continued)

12. Link to employment (explain how the educational services will be directly related to employability):

13. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), column E of the appropriate component.*

14. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, column D of the appropriate component.*

15. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of columns A, B and C of the appropriate component on Table 4.*

Education (continued)

16. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 13 above

+_____ final figure from item 14 above

+_____ final figure from item 15 above

\$_____ total cost for this component. *Enter this amount on Table 4, column F of the appropriate component.*

Part 1B - Drug/Alcohol Rehabilitation

Individuals may be assigned hours of participation in drug/alcohol rehabilitation in combination with any FSET component.

Hours of participation must comprise less than 25 percent of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.

The rehabilitation activities must not be medical (i.e., the treatment of a diagnosed condition by a physician or psychologist). Instead, the activities must provide social and support services such as discussion groups and counseling which enhance the participant's ability to be regularly employed.

Finally, federal funds must not be used to supplant nonfederal funds for drug/alcohol rehabilitation activities that are supported by funds from the state, counties, or local jurisdictions.

A separate template for the detailed narrative is not provided with this activity. Instead, when drug/alcohol rehabilitation activities are offered, information about this activity must be included in the description of the primary activity it is combined with (e.g., vocational training/drug and alcohol rehabilitation). **Enter costs for the combined component on Table 4, line 6, 8, 12 or 15, as appropriate.**

Part 1B – Additional Components

Counties offering combinations of activities that are not discussed anywhere else in this handbook must include the information specified below in the component description.

Include Workforce Investment Act programs, training programs under Section 236 of the Trade Act of 1974, and other employment and training programs operated or supervised by the State or political subdivision of the State (e.g., GA Workfare). **Note:** In order to qualify for federal funds, a full description of the component must be in the plan and it must adhere to FSET rules on the number of hours of work and/or participation for FSET participants.

The component description must include all of the following:

- Name of the component;
- Description of the component;
- Type of component;
- Geographic areas covered and local variations;
- Anticipated monthly number of ABAWD, non-ABAWD mandatory, and voluntary participants;
- Targeted population;
- Level of participant effort;
- Duration;
- Organizational responsibilities;
- Per participant cost of participant reimbursement, number of participants expected to receive a reimbursement, and the estimated amount of reimbursements to be paid out. Separate dependent care from transportation and ancillary costs;
- Cost of the component per placement, excluding reimbursement; and
- Total annual cost of the component, with and without participant reimbursement.

Enter costs for each additional component on Table 4, line 15.

Part 1B – Additional Component

[template]

1. Name of Component (specify):

2. Type of Component (check one): work non-work

3. Description of Component:

4. Geographic areas covered and variations among local areas:

County-wide

Other (specify):

5. Targeted population:

Applicants

Recipients

6. Anticipated number of ABAWD participants each month:

7. Anticipated number of non-ABAWD mandatory participants each month:

8. Anticipated number of volunteers each month:

9. Number of hours of participation and duration:

10. Organizational responsibilities:

Additional Component (continued)

11. Cost of participant reimbursement for transportation/ancillary:

\$_____ monthly per person cost [*\$25 cap eliminated*]

X_____ monthly number of participants expected to receive reimbursement

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4 (Operating Budget), Cell E-15.*

12. Cost of participant reimbursement for dependent care:

\$_____ monthly per person cost [*lower of actual cost or Regional Market Rate*]

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this expense. *Enter this amount on Table 4, Cell D-15.*

13. Cost of the component per placement, without participant reimbursements:

\$_____ monthly per participant cost of component

X_____ monthly number of participants

\$_____ = cost per month

X 12 months =

\$_____ total FFY 2003 cost of this component without participant reimbursement. *This amount must match the sum of Cells A-15, B-15, and C-15 on Table 4.*

14. Total cost of the component, including participant reimbursements:

\$_____ final figure from item 11 above

+_____ final figure from item 12 above

+_____ final figure from item 13 above

\$_____ total cost for this component. *Enter this amount on Table 4, Cell F-15.*

PART II: PROGRAM PARTICIPATION AND EXEMPTIONS

[template]

The county must describe in this section the data used by the CWD to design and plan its FSET program. Provide a clear explanation of the methods used to estimate the number of work registrants, ABAWDs and the potential number of FSET placements, including ABAWDs. Use actual figures from the current fiscal year whenever possible in formulating the projection. Be as accurate as possible in developing these estimates.

A. Work Registrant Population.

1. **Number of Work Registrants.** Include the following work registrant data:
 - a. **The number of work registrants expected to be in the county as of October 31, 2002:** _____.
 - b. **The anticipated number of new work registrants to be added from November 1, 2002 through September 30, 2003:** _____.
 - c. **The total unduplicated number of work registrants in the county from October 31, 2002 through September 30, 2003 (a + b = c):**
_____ (enter this number on Table 1, line 1A).
2. **Unduplicated Work Registrant Count.** Indicate whether the estimated number of work registrants is based on a duplicated or unduplicated count of individuals. An unduplicated count is one where individuals will not be included in the reported work registrant counts more than once in any fiscal year. Make every effort to provide an unduplicated count.

3. Characteristics of Work Registrants.

[template]

One part of the Planning process is a careful analysis of the characteristics of the work registrant population and the potential FSET caseload. This type of analysis is helpful in determining the scale of program that is anticipated, as well as for deciding what types of services/components to provide. In addition, these data could be used to justify exemption criteria. **If such analysis has been done, include a summary of the characteristics of the work registrant population in this section of the Plan.** The data should reflect the type of analysis used by the CWD to determine the composition of the FSET program chosen by the CWD. The summary should note how the data were compiled (e.g., special survey, FSET Program data, analysis of the Quality Control data, agency automated client record or certification system).

Summary of the analysis is attached.

An analysis was not conducted in our county.

Other (specify):

B. **Planned FSET Program Participation** *[fill out Table 2, Estimated FSET Placement Levels].*

- Indicate the estimated number (including ABAWDs) of mandatory work registrants and volunteers that the CWD expects to begin a component on or after October 1, 2002.
- Note that Table 2 reflects a count of placements **not** participants. A participant may begin and participate in more than one component over the course of the year.
- Each time a participant begins a new component, the CWD will count a placement.
- However if participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the participant as placed only at the time of initial commencement of the component.

TABLE 1
ESTIMATED PARTICIPANT LEVELS
FEDERAL FISCAL YEAR 2003
(To be completed by all counties)

A.	Total number of work registrants in the county during the Planned Federal Fiscal Year.	_____
B.	List the number of work registrants categorically deferred from FSET participation who are in:	
1.	A Non-FSET county	_____
2.	Substitute Programs (e.g., GA) that have participation requirements which exceed FSET participation requirements	_____
Total		_____
C.	List the number of work registrants individually deferred from FSET participation due to:	
1.	Temporary illness	_____
2.	Lack of child care	_____
3.	Lack of transportation to/or living too far from FSET program	_____
4.	Family difficulties	_____
5.	Legal difficulties	_____
6.	Temporarily unemployed, expected to return to work with in 60 days	_____
7.	Other (specify):	_____
Total		_____
D.	Total number of work registrants deferred from FSET (add totals from B & C)	_____
E.	Percent of all work registrants deferred from FSET (D divided by A)	_____
F.	Number of FSET mandatory participants (A minus D)	_____
G.	Total number of ABAWDs in the county during FFY 2003	_____
H.	Average monthly number of ABAWDs exempt under the county's 15 percent ABAWD exemption criteria.	_____

TABLE 1B
COUNTY'S 15 PERCENT ABAWD EXEMPTION CRITERIA
FEDERAL FISCAL YEAR 2003
(To be completed by all counties)

Provide the criteria the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide explanation below.

EXEMPTION CRITERIA FOR FFY 2003:

REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD EXEMPTION:

TABLE 2
FEDERAL FISCAL YEAR 2003
(10/01/02 to 9/30/03)
(FSET counties only)

PART I. ESTIMATED FSET PLACEMENT LEVELS

- | | | |
|-----------|--|-------|
| A. | Number of times mandatory participants are expected to begin a component. | _____ |
| B. | Number of times volunteer participants are expected to begin a component. | _____ |
| C. | Total number of placements the CWD expects to make during the year. (A+B). | _____ |

PART II. ESTIMATED ABAWD ACTIVITY

- | | | |
|-----------|---|-------|
| A. | Total number of workfare slots expected to be created during the year. | _____ |
| B. | Total number of education and training slots to be created during the year. | _____ |
| C. | Total number of ABAWD slots expected to be created during the year. (A+B) | _____ |

PART III: PROGRAM COORDINATION

As specified below, describe the coordination within the county's food stamp program as well as other programs administered by the CWD (e.g., CalWORKs, GA) and the interagency coordination between the county's food stamp program and/or other agencies and entities outside the CWD.

A. Program Coordination

[provide written narrative--no template]

Clearly describe how the FSET program relates to other processes in the food stamp program, following the format prescribed below:

1. Coordination Statement. Include an organization chart and a client flow chart that describe the linkages between the following food stamp functions and the FSET program:

- ♦ intake, application, and recertification;
- ♦ work registration;
- ♦ screening for FSET participation;
- ♦ FSET component assignment;
- ♦ monitoring compliance with component requirements;
- ♦ determination of good cause;
- ♦ preparation of the notice of adverse action; and
- ♦ sanctioning resulting from noncompliance with the FSET program requirements.

2. Information Coordination. Provide a brief narrative that describes how information will be coordinated and exchanged (e.g., forms, computer linkages, documentation of participant status and actions taken). Note actions that will be taken by the CWD to improve coordination and information flow between the FSET program and other agency units.

Provide a brief narrative that describes the intake and sanction processes. It is particularly important to describe the procedures established to assure that appropriate sanction actions are begun after learning of an mandatory participant's noncompliance with FSET requirements within the time frames established by the Food Stamp program regulations specified in MPP Section 63-407.5. If the CWD wishes to use intake or other

systems, which are compatible with its CalWORKs work program, describe the proposed systems in this section of the county's FSET Plan.

- 3. Coordination Time Frames.** Briefly describe the time frames associated with the FSET program and the major Food Stamp Program functions (e.g., how much time elapses between application for food stamps and referral into the FSET program, and between a finding of noncompliance and initiation of a Notice of Adverse Action).

B. Interagency Coordination *[template provided (see Table 3) or county may use a narrative format to describe this effort]*

An important aspect of the FSET program is the need to closely coordinate with other relevant programs and agencies to maximize the use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. In this section of the county's FSET Plan, describe the linkages between the FSET program and other programs using the format presented in **Table 3, Summary of Interagency Coordination**. Table 3 is summarized below:

- 1. Areas of Coordination.** Agencies or programs that may have linkages with FSET include:

- ♦ Employment Development Department;
- ♦ Community colleges;
- ♦ Adult education schools;
- ♦ Vocational education agencies;
- ♦ Social services agencies;
- ♦ CalWORKs Welfare-to-Work program;
- ♦ WIA One-Stop Centers;
- ♦ General Assistance Work Program; and
- ♦ Other agencies or programs, as appropriate.

Linkages described should include:

- ♦ Other agencies that deliver services in an FSET component;
- ♦ CWD delivery of services for another program or agency (e.g., the CWD has a contract to provide job search training to WIA clients);
- ♦ Jointly operated components between the FSET program and another program or agency (e.g., integrated Job Clubs);

- ♦ Referral of individuals to another agency or program services by the FSET program (e.g., referral to public adult education classes for remedial education); and
- ♦ Other specified areas of coordination, as appropriate.

2. Methods of Coordination May Include:

- ♦ Non-financial interagency agreements;
- ♦ Contract for provision of services;
- ♦ Joint plans of operation (e.g., the FSET program and CalWORKs work program prepare one integrated operations plan or manual);
- ♦ Informal referral procedures (e.g., the FSET program refers participants to One-Stop Centers or the Employment Development Department according to the regular intake policies for those programs, with no special arrangements for FSET participants); and
- ♦ Other specified methods of coordination, as appropriate (e.g., joint advisory committees, joint staff training, exchange of job orders or Job Bank).

C. Contractual Arrangements. As specified in MPP Section 63-407.842(b), if the CWD anticipates contracting out any portions of the FSET program, the plan must specify the activities to be delegated to the contractor(s) (e.g., assessment, provision of FSET services). Specific information on the contractual arrangements does not have to be included in the county's FSET plan. However, this information must be maintained by the CWD and be available for review by CDSS or FNS upon request. Such information includes:

- Name and location of the contractor;
- Amount of the contract;
- The contract management approach (e.g., performance based contract);
- The basis for charging for contractual services (i.e., will actual costs be claimed or a certain amount per activity);
- Number of persons expected to be placed through the contract;
- Whether the contract was competitively awarded or sole sourced; and
- The method for monitoring the performance of the contractor, and the results of such monitoring.

**TABLE 3: SUMMARY OF INTERAGENCY COORDINATION
FOR THE FSET PROGRAM
FFY 2003**

Areas of Coordination	Agencies (list all that are involved)	No. of FSET Placements Expected	Methods of Coordination (include the appropriate categories from item B.2. on page 49)
1. Delivers an FSET Component			
2. FSET program delivers a service for another agency or program			
3. Joint component of the FSET program and another agency or program			
4. Referral of individuals from the FSET program to another program or agency			
5. Other forms of coordination: (specify)			

PART IV: PROGRAM COSTS AND FINANCIAL MANAGEMENT

[complete Tables 4 and 5 and attach a narrative description of all items contained in the Operating Budget (i.e., Table 4)]

A. Planned Costs of the County FSET Program.

It is vital that budget estimates be realistic and based on past experience and concrete projections. CWDs should use actual spending for the current operating year as a starting point for future budget projections, not the levels projected in previous years' FSET plans.

The information provided in the following subsections of the county FSET plan must identify the planned allocation of county funds on **Table 4, Operating Budget**, and indicate the source of the funding on **Table 5, Planned Fiscal Year Costs**. **Appendix 1** offers tips to counties on how to complete Tables 4 and 5 and avoid common errors. **Appendix 2** depicts and explains the FSET funding categories, including the two types of participant reimbursement. **Appendix 3** provides definitions for the terms used in this handbook. **Appendix 4** describes the relationship of the annual FSET plan to the quarterly STAT 40 and STAT 46 reports.

- 1. Operating Budget.** Separate estimated operating expenses by component on **Table 4, Operating Budget**. This table also captures administrative expenditures not associated with one particular component, but with overall operation of the CWD's FSET program.

Table 4 captures the minimum amount of cost information acceptable for approval. ***The table must be accompanied by a narrative description of all items.*** Please provide as much detail as possible. Additional information may be requested by CDSS if this section does not contain a complete description of Table 4.

If any costs are shown as "Overall CWD FSET Operational Costs" and are not attributable to specific components, a complete explanation and justification of these costs must be included. Counties must ensure that these costs do not represent any service to persons not receiving food stamps. Costs are allowed only with prior federal approval and must be adequately documented to ensure that they are necessary, reasonable and properly allocated to the FSET Program.

If the CWD plans to provide or arrange for dependent care services in lieu of providing participant reimbursements, this should be noted on Table 4 and an explanation of the dependent care arrangements included in the narrative description of this budget item. (See subsection C below for further discussion of participant reimbursements).

2. Sources of FSET Funds. Estimate the total cost of the county's FSET program and identify the source of funds according to the funding categories. A format for providing this cost information is presented in **Table 5, Planned Fiscal Year Costs**.

3. Justification of Education Costs. The Food Stamp Act prohibits states from supplanting state/local education costs from the state and local agencies to the Federal government. CWDs must provide:

- An assurance that supplanting of educational costs has not and will not occur; and
- An explanation of the basis for any charges to the Federal government for educational costs. This must include a discussion of:
 - Why such costs are attributed to the FSET program;
 - Why the educational activities cannot be met through other existing education programs; and,
 - Whether the services being provided are available to persons other than FSET participants and if so, what the cost is for those persons.

B. Contracts.

The amount spent on contractual obligations is captured on Table 4. The elements that comprise the total cost of the contract must be maintained as part of the CWD's records. Clarification of the contractual costs reported on Table 4 may be requested by the State or FNS, if questionable. If the CWD plans to use interagency agreements involving a transfer of funds to another agency of the county government, address the basis of charges for food stamp participants and the method for monitoring the agreement.

C. Participant Reimbursements. The CWD is responsible for reimbursing participants for necessary and reasonable expenses incurred in fulfilling FSET requirements. Reimbursable expenditures may include, but are not limited to, transportation, dependent care, books or training manuals, uniforms

or other special equipment that a participant must have for participation in FSET. The cost of meals away from home is not reimbursable.

The actual cost of participant expenses for **transportation and ancillary** costs are reimbursed by the CWD with 50 percent federal and 50 percent county cost sharing (in California, the \$25 cap was eliminated effective July 1, 2002). Expenditures for **dependent care** are reimbursed by the CWD, with 50 percent federal and 50 percent county cost sharing, at the lower of the actual cost of dependent care or the Regional Market Rate.* Participant reimbursements cannot be paid for with 100 percent federal funds or 50 percent overmatch funds for administrative costs.

*The latest Regional Market Rates can be obtained at www.dss.cahwnet.gov/getinfo/acl01/pdf/01-39.pdf

D. Cost Allocation. Describe the basis for allocating costs if the FSET program is being administered in conjunction with other employment programs serving recipients of other forms of assistance. Summarize how shared costs will be allocated among the pertinent programs.

E. Limitations on the Use of FSET Funds. The use of FSET administrative funds is limited to the cost of planning, implementing, and operating an FSET program, in accordance with the approved plan. FSET administrative funds must not be used for any of the following:

- Determining whether an individual must be work registered;
- The work registration process;
- Further screening during the certification process;
- Sanctioning activity that takes place after noncompliance without good cause is reported;
- Subsidizing a participant's wages; and
- Reimbursing participants for dependent care or transportation (separate FSET budgets are provided for these costs).

For purposes of this section, the certification process is considered ended when an individual is referred to FSET for assessment or participation.

TABLE 4
OPERATING BUDGET
FEDERAL FISCAL YEAR 2003

		A	B	C	D	E	F
	COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPENDENT CARE	TRANS/ANCILLARY	TOTAL
1	Job Search						
2	Job Club						
3	Workfare						
4	Self-Initiated Workfare						
5	Work Experience/OJT						
6	Work Experience/OJT/Drug/Alcohol Rehabilitation						
7	Vocational Training						
8	Vocational Training/Drug/Alcohol Rehabilitation						
9	Vocational Training/Job Search						
10	Vocational Training/Job Club						
11	Education						
12	Education/Drug/Alcohol Rehabilitation						
13	Education/Job Search						
14	Education/Job Club						
15	Other (specify)						
16	Total						
17	Total Component Cost (A16+B16+C16)						
18	Assessment						
19	Dependent Care (D16)						
20	Transportation/Ancillary (E16)						
21	Grand Total (17+18+19+20)						

TABLE 5
PLANNED FISCAL YEAR COSTS
 (by category of funding)
FEDERAL FISCAL YEAR 2003

FUNDING CATEGORIES	ESTIMATE OF FFY 2003 EXPENDITURES
1. FSET Grant Funds (100 percent Federal)	
2. Overmatch for Administrative Cost:	
50 percent Federal	_____
50 percent County	+ _____
<u>Subtotal</u>	_____
3. Participant Reimbursements:	
A. Transportation:	
50 percent Federal	_____
50 percent County	+ _____
<u>Subtotal</u>	_____
B. Dependent Care:	
50 percent Federal	_____
50 percent County	+ _____
<u>Subtotal</u>	_____
4. Grand Total (1+2+3A+3B)	

PART V. PROGRAM REPORTING AND MANAGEMENT INFORMATION

[fill in requested information]

A. Methods for Meeting On-Going Reporting Requirements

The county will submit quarterly reports (STAT 40 and STAT 46) to CDSS by the 15th working day of the month following the report quarter.

1. Management Information System (MIS)

The county will aggregate hard copy reports.

Other: _____

B. Organizational Responsibility for FSET/ABAWD Reporting

1. Name, title, and phone number of the person responsible for non-financial reporting:

2. Name, title, and phone number of the person responsible for financial reporting:

Guidelines for Completion of Federally Required Tables

1. **Table 1, Estimated Participant Levels, and Table 1B, County's 15 Percent ABAWD Exemption Criteria**

- To be completed by FSET and Non-FSET counties
- The number of work registrants shown on line A is always equal to or greater than the number of FSET mandatory participants shown on line F plus the number of ABAWDs shown on line G.
- The work registrant count on line A should be an unduplicated count. An unduplicated count is one where individuals will not be included in the reported work registrant counts more than once in any fiscal year. Make every effort to provide an unduplicated count and enter that number on line A.
- Counties may defer from FSET participation categories of work registrants (line B) or individual work registrants (line C). The total number of deferrals shown on lines B and C are totaled on line D. This number represents the total work registrant population who is deferred that will not be required to participate in FSET.
- Counties may also exempt ABAWDs who are at risk of losing their eligibility to food stamps due to not meeting the ABAWD work requirement, under the county's 15 percent ABAWD exemption criteria. We strongly encourage counties to utilize their annual allocation of 15 percent ABAWD exemptions as much as possible since maintaining food stamp eligibility for ABAWDs will help to ease potential financial strain on local food banks and other local charitable organizations.
- Counties have complete discretion in establishing the criteria for use of the 15 percent ABAWD exemption (refer to All County Information Notice No. 1-31-01, dated May 3, 2001, for further information). The exemption criteria must be described on Table 1B.

When exempting an ABAWD under the county's 15 percent ABAWD exemption criteria, the worker must document the basis for the exemption in the case file (i.e., specify the reason for using the 15 percent exemption) to avoid a quality control error. While FNS will not find an error if the county exempts an ABAWD using 15 percent criteria that is not specified in the county's FSET plan, FNS will find an error if the case file is not documented that the 15 percent ABAWD exemption was applied.

2. **Table 2, Estimated FSET Placement Levels/Estimated ABAWD Activity**

- To be completed by FSET counties only.
- The top section of this table requires the county to specify the estimated number of mandatory work registrants and volunteers (including ABAWDs) that the county expects to begin a component on or after October 1, 2002.
- Please note that Table 2 reflects a count of placements, not participants. An individual may begin and participate in more than one component over the course of the year. Each time the individual begins a new component, the county should count a placement. However, if an individual's participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the placement only at the time of initial commencement of the component. For example, if an ABAWD is placed in an activity in January, disqualified in February and re-enters the activity in March, that placement is counted only once.
- Please note that the number of placements shown on Table 2 must also be reflected on Table 3, Summary of Interagency Coordination. The bottom section of this table requires the county to specify:
 - The number of workfare slots it will create for ABAWDs in the county, and
 - The number of qualifying education and training slots it will create for ABAWDs.

3. **Table 3, Summary of Interagency Coordination of the FSET Program**

- To be completed by FSET counties only.
- This table requires counties to describe all their coordinated efforts with relevant programs and agencies to maximize use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. Some community-based organizations or programs with which FSET may have linkages include: school districts, employment services, vocational education agencies and social services agencies.

4. **Table 4, Operating Budget**

- To be completed by FSET counties only.
- The information provided on this table reflects the county's planned FSET program expenditures.
- Total Component costs in the small table at the bottom of the page must equal the total of the first three columns in the large table at the top of the page, (i.e., Salary and Benefits, Other Costs [Overhead], and Contract Costs).
- Grand Total on Table 4 must equal the Grand Total on Table 5.
- Sum of the Total Component and Assessment costs, in the small table at the bottom of Table 4, must be the same as the sum of the numbers on rows 1 and 2 on Table 5.
- Transportation/Ancillary costs on Table 4 must equal the sum of row 3A on Table 5.
- Dependent Care costs in the small table at the bottom of the page on Table 4 must equal the sum of row 3B on Table 5.
- Assessment costs are not included in the large table at the top of the page. These costs are, only shown, in the small table at the bottom of the page.

5. **Table 5, County Costs by Category of Funding**

- To be completed by FSET counties only.
- Estimate the total costs of the county's FSET program by funding categories as shown on the table. The total costs depicted on Table 5 must be identical to those shown on Table 4.

**FSET PROGRAM
FEDERAL AND COUNTY
FINANCIAL PARTICIPATION CATEGORIES**

ACTIVITIES	FINANCIAL PARTICIPATION
<p>FSET administrative costs, including workfare, if it is part of the FSET plan.</p> <p>FSET administrative costs which exceed the 100 percent federal fund allocation.</p> <p>Participant reimbursement for transportation & ancillary costs incurred to participate in the FSET program.</p> <p>Participant reimbursement for dependent care cost incurred to participate in the FSET program.</p>	<p>100 percent Federal funding, up to the amount of the approved allocation.</p> <p>50 percent Federal and 50 percent County funding</p> <p>50 percent Federal and 50 percent County funding of <u>actual</u> costs.</p> <p>50 percent Federal and 50 percent County funding of the <u>lower</u> of actual dependent care cost or the Regional Market Rate.*</p> <p><u>Participant reimbursement costs above the 50 percent rate are not eligible for additional Federal funding.</u></p>

*The latest California Regional Market Rates for dependent care may be found at:
www.dss.cahwnet.gov/getinfo/acl01/pdf/01-39.pdf

DEFINITIONS

- **ABAWD.** Able–Bodied Adult without Dependents. An individual whose eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not satisfy the ABAWD work requirement.

This limitation does not apply to individuals who are:

- Under 18 or over 50 years of age;
- Pregnant;
- Physically or mentally unfit for employment;
- Residing in a food stamp household that contains a dependent child, even if that child is not eligible for food stamps;
- Exempt from work registration; or
- Exempt under the county's 15 percent ABAWD exemption criteria.

ABAWD Work Requirement. Eligibility for food stamps is limited to three months in a 36-month period, unless the ABAWD:

- Works 20 hours or more a week averaged monthly;
- Participates in and complies with a qualifying work program for 20 or more hours per week; or
- Participates in and complies with a workfare or comparable program.

Applicant. An individual, a member of a household, or a representative of a household who applies in writing for food stamp benefits.

Assessment. An in-depth evaluation of employability skills often coupled with counseling on how and where to search for employment. If combined with work experience, some form of job search or training, an assessment of this nature could constitute part of an approvable FSET component.

Commencing a Component. When an FSET participant formally begins participation in a component by performing the first act required by the component, e.g., attending the first Job Club session or making the first job contact. An ABAWD's commencement of a qualifying component must be verified through appropriate documentation or other agency records.

Component. A service, activity or program, as described in MPP Section 63-407.841, designed to help food stamp recipients gain skills, training, or work experience that will increase their ability to obtain regular

employment and achieve self-sufficiency. Within the FSET program, components are designated either as “work” or “non-work.”

- Work components consist of workfare, on-the-job training (OJT), and work experience. Households containing FSET work component participants are limited to working the number of hours in a month determined by dividing the household’s monthly food stamp allotment by the higher of the applicable Federal or State minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.)
- Non-work components include job search, job club, vocational training and education.
- An individual’s total hours of FSET participation in both work and non-work components are limited to 120 hours per month.
- An FSET program may include, but is not limited to, one or more of the following components:
 - Supervised and unsupervised job search;
 - Job Club;
 - Workfare;
 - Self-initiated workfare;
 - Work experience/OJT;
 - Educational programs to improve employability; and other employment oriented activities (e.g., job placements, supported work experience experiments, vocational training, and activities under the Workforce Investment Act).

Component Costs. Amounts that represent the maximum 100 percent Federal FSET funds, which CWDs can spend to create qualifying education, training, and workfare components for purposes of satisfying the ABAWD work requirement. If the maximum 100 percent Federal funds are exceeded, CWDs may request 50% Federal/50% County Administrative Overmatch funds to pay for remaining component costs.

Deferred. This term refers to a work-registered person or persons excused from mandatory participation in FSET. *Note:* Individuals who are deferred from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of “volunteer” below.

FSET Mandatory Participant. A food stamp applicant or recipient who is registered for work under the Food Stamp program (MPP Section 63-407.1) and is not deferred from participation in FSET. A mandatory participant is not necessarily actively participating in an FSET component.

FSET Program. A program operated by each participating CWD consisting of one or more work, training, education or job search components.

Newly Work Registered. Food stamp participants who are work registered at the point of application or for the first time in the current period of participation.

Screening. An evaluation by the CWD as to whether a person should or should not be referred for participation in an FSET program. This activity is not an approvable FSET component.

Volunteer. An FSET participant who is:

- Exempt from food stamp work registration;
- Deferred from FSET participation; or
- Not yet targeted by the county for mandatory participation in FSET.

CWDs may permit volunteers to participate in an FSET component. Volunteers are not subject to a sanction for failure to comply with FSET requirements. The hours of participation or work required of volunteers may not exceed the hours required of mandatory FSET participants.

Work Program. A work program is:

- A program under the Workforce Investment Act (WIA);
- A program under Section 236 of the Trade Act of 1974 (applicable to workers who are adversely affected by U.S. trade agreements [e.g., the North American Free Trade Act] that are identified by the Employment Development Department), which provides training services to adversely affected workers through participation in programs that are subject to approval by the Secretary of the U.S. Department of Labor. These programs include job search/job search training, on-the-job training, WIA training program, or a program of remedial education; or
- An employment and training program, including the FSET Program, operated or supervised by a State or political subdivision that meets State-approved standards, other than a job search or job club component.

To qualify for federal funds, a work program must be included in the CWD's FSET plan, and it must adhere to federal limits on hours of work and/or participation in FSET.

Work Registrant. A Food Stamp program participant who does not qualify for one of the exemptions at MPP Section 63-407.21.

Work Requirement. See Exhibit 1 for FSET participation requirements.

Relationship of the Annual FSET Plan to Quarterly STAT 40 and STAT 46 Reports and FSET Expense Claims

FSET Plan

The annual FSET plan provides estimates of the planned activities and program costs for the FFY. All 58 counties must submit Table 1, Table 1B and Part II of the annual plan, including those counties which are not participating in FSET.

STAT 40 and STAT 46 Data Reports

The quarterly STAT 40 and STAT 46 data reports provide FNS with the actual FSET expenditures from the 100 percent federal fund category; the actual number of ABAWDs who participated in qualifying activities; the actual number of ABAWDs exempted or discontinued; and the actual number of individuals registered for work during the report quarter. The data from these reports also provide a starting point for counties to develop estimates for the next year's FSET plan.

FNS program staff uses the data from these reports to determine the annual amount of FSET funds and 15 percent ABAWD exemptions to allocate to a state. The amount of funds shown on the STAT 46 report cannot exceed the amount of 100 percent federal funds shown on the quarterly expense claims. FNS will review and compare the State's quarterly FSET data reports and the quarterly FSET expense claims to ensure that the State's allocation of 100 percent federal funds is not exceeded. CDSS program and data staff will also review the counties' STAT 40 and STAT 46 reports and quarterly expense reports.

Note: Although all 58 counties do not participate in the FSET program, all 58 counties must complete and submit the STAT 40 and STAT 46 reports. This is necessary to ensure that California receives the appropriate amount of FSET funds and 15 percent ABAWD exemptions.

Quarterly County Expense Claims

The counties' quarterly expense claims for FSET are reviewed and compiled by CDSS accounting staff and then sent to FNS financial management staff. FNS' financial management staff review the claims and issue reimbursements to states. The amounts reported on the county expense claims include all FSET funding categories (i.e., 100 percent federal funds for administration, 50/50 administrative overmatch, participant reimbursement for transportation/ancillary, and participant reimbursement for dependent care). Counties need to ensure that the amount of 100 percent federal funds reported on the STAT 46 data report do not exceed the amount of 100 percent federal funds claimed on the county expense claim for FSET administration for the same reporting period.

PARTICIPATION REQUIREMENTS IN FSET COUNTIES**Exhibit 1**

Activities	ABAWDs	Non-ABAWDs	Authority
30-Day Job Search Prior to Workfare (FSET activity)	Satisfies the ABAWD work requirement. Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-407.841 (b)(1)(A), MPP 63-407.853
Workfare, OJT, Work Experience (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	MPP 63-407.841 (b), MPP 63-407.855, MPP 63-410.212
Self-Initiated Workfare (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	ACL 98-07, Encl. 1; ACIN I-76-00, question 11; FNS Admin Notice 97-40
Vocational Training and Education (FSET activity)	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities. Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly; hours may be less when combined with other ABAWD activities except Workfare.	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities.	MPP 63-407.841(c); MPP 63-407.853; MPP 63-407.856; MPP 63-410.213(c); 7 CFR Section 273.24 (a)(3)(iii)

PARTICIPATION REQUIREMENTS IN FSET COUNTIES**Exhibit 1**

FSET Job Search/Job Club (Satisfies FSET participation requirements, but may not satisfy ABAWD work requirements--see ABAWDs box)	When offered as a stand-alone activity, does not satisfy the ABAWD work requirement. When offered in combination with FSET education/training, hours count toward the ABAWD work requirement provided they are less than 50% of the total hours for the education/training component. For an ABAWD's FSET participation requirements, see Non-ABAWD box.	Applicants can be assigned up to 8 consecutive weeks; recipients can be assigned up to 8 more weeks during 12 consecutive months. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-407.853; MPP 63-407.856
Drug/Alcohol Rehabilitation (FSET activity) Cannot be a stand-alone activity, but is offered in combination with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 00-41, Page 2
Employment (Non-FSET activity)	Hours of work count towards the ABAWD work requirement of 20 hours per week, averaged monthly; can be less when combined with other ABAWD activities, except Workfare. See Non-ABAWDs column for impact of work on FSET.	Though not an actual FSET component, hours of work count toward the number of hours required for FSET participation.	MPP 63-410.211; ACL 98-21, question 9
Activities	ABAWDs	Non-ABAWDs	Authority
Title I of the Workforce Investment Act and Section 236 of the Trade Act of 1974 (FSET activities delivered thru a WIA One-Stop Center will meet FSET requirements.)	Education, training, and/or Job Search/Job Club activities offered under these Acts satisfy the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less than 20 per week when combined with other qualifying ABAWD activities.	Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-410.213 (a); ACL 98-21, question 9; ACL 97-08, Enclosure 2, page 5
Refugee Employment and Training (Non-FSET activity)	Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less when combined with other ABAWD activities.	N/A	MPP 63-410.213(c); ACL 98-21, question 9
Comparable Workfare, e.g., GA Workfare (Non-FSET activity)	Hours are set by the county. Satisfies the ABAWD work requirement.	N/A	MPP 63-410.212

Work Registration Exemptions:**State minimum wage is \$6.75 per hour effective 01/01/02.**

- Younger than 16 years of age or 60 years of age or older;
- 16 or 17 year old who is not head of household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;

- Caring for a dependent child under age 6 or an incapacitated person;
- Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- Half-time school attendance.

ABAWD Exemptions:

- Under 18 or 50 years of age or older;
- Pregnancy;
- Residing in a food stamp household that contains a dependent child, even if that child is not eligible for Food Stamps;
- Meets the work registration exemptions (see above);
- Exempt under the 15% ABAWD exemption criteria;
- Resides in an approved ABAWD waiver county.

ABAWD Work Rule: For a NAFS recipient over age 17 and under age 50, eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not satisfy the ABAWD work requirement. The ABAWD work requirement is met by working or participating at least 20 hours per week in an allowable work activity, or by participating in workfare for the number of hours equal to the household's food stamp allotment divided by the higher of the federal or state minimum wage. The three-month eligibility limitation does not apply to individuals who meet one of the ABAWD or Work Registration exemption criteria shown above (MPP Sections 63-407.21 and 63-410.3).

FSET participants may be in more than one component at the same time, but the total hours of participation, including employment, cannot exceed 120 hours per month.

Title 1 Workforce Investment Act Activities

1. Programs:

- **Adult and Dislocated Workers**
- **Youth** (for youths between the ages 14 and 21, with low income and a substantial employment barrier such as: low basic literacy skills, school dropout, homeless, a runaway or foster child, pregnant or parenting, an offender, or requires additional assistance to complete an educational program or to find and retain employment.
- **National:**
 - Job Corps
 - Native American Programs
 - Migrant and Seasonal Farmworker Programs
 - Veteran's Workforce Investment Programs
 - Youth Opportunity Grants for high poverty areas
 - Demonstration, Pilot, Multi-Service, Research and Multi-State Projects
 - National Emergency Grants

2. Services:

- **Core Services for all adults age 18 or older:**
 - Job search and placement assistance, including career counseling;
 - Initial assessment of skills and needs;
 - Labor Market information (identifies job vacancies & skills needed for in-demand jobs; local, regional and national employment trends); and
 - Information about available services
- **Intensive Services available to adults who meet specific eligibility requirements:**
 - Comprehensive assessments;
 - Development of individual employment plans;
 - Group and individual counseling;
 - Case management;
 - Short-term prevocational services; and
 - Training
- **Youth Services for youth between 14 and 21 who meet specific eligibility criteria:**
 - Tutoring, study skills training, and instruction leading to completion of secondary school;
 - Alternative school services;
 - Mentoring;
 - Paid and unpaid work experience (such as internships and job shadowing);
 - Occupational skills training;
 - Leadership development;
 - Supportive services;
 - Guidance counseling; and
 - Follow-up services

EXAMPLE OF FSET COMPONENT SUMMARY

PART 1-A: Brief Narrative Abstract of Overall FSET Program.

1. Program Changes.

The county is planning to expand the number of participants enrolled in the Workfare program. This program has shown to effectively help untrained FSET participants gain job skills needed to move into employment

2. Able-Bodied Adults Without Dependents (ABAWD) Population.

- *A total of 2,400 ABAWD participants will be served in FFY 2003 by the FSET program.*
- *Using the 15 percent ABAWD Exemption, the county will exempt approximately 100 participants per month who are in danger of losing their Food Stamps due to the ABAWD requirements based on the following criteria:*
 - *Residing in remote areas where there is a lack of workfare sites and/or a lack of adequate transportation.*
 - *Working between 10 and 19 hours per week, but are not currently able to meet the ABAWD work requirement of 20 hours per week.*

3. Program Component.

Workfare will be the only FSET component offered in the county. Following approval of food stamp benefits for new applicants, including those who are also approved for GA cash grants, and re-certification of Food Stamp benefits for ongoing recipients, a referral is made to the "Workfare Evaluation Group." At the meeting, participants are advised of their rights and responsibilities under workfare. "No shows" to the group meeting are noted and reported to the Food Stamp Eligibility Worker (EW), who may reschedule the appointment. After the meeting, participants are referred to job search for up to 30 days. After the 30-day job search period, participants who are unsuccessful at finding employment are referred for a workfare assignment. They are referred to a community-based

organization (CBO) or a county government facility to perform grounds maintenance and janitorial cleaning. Participants are also referred to the county's Department of Public Works to sweep streets and clean busses and light rail trains.

If participants claim they are unable to perform the required duties, they are referred for a medical evaluation within three working days. If an individual is found to be physically or mentally unfit, the individual is deferred from participation and their Food Stamp EW is notified of the results of the medical evaluation. If the individual is found to be fit, the individual is referred to an Employment Counselor for further evaluation and job counseling. The total work hours assigned per month will be determined by dividing the households' monthly food stamp allotment by the State minimum wage.

4. Sequencing of Components:

All new work registrants will first go to 30-day job search. If they are unable to find employment within that period, they are sent to the Workfare Evaluation Group for an assessment of their job readiness status, to the local health department for a tuberculosis test and, if the test result is negative and no other disabling conditions are noted, assigned to workfare. After performing 30 days of workfare, the participant will be scheduled for an interview with their Employment Counselor to determine employment goals and identify/address employment barriers.

5. Other Employment Programs: N/A

6. Workforce Development System: *The county has created a separate department, Workforce and Resource Development, which is specifically responsible for workforce development. The FSET Job Developer is actively involved with workforce development committees throughout the County. This involvement includes workforce planning and development through committees that have representatives from businesses, job developers, adult schools, and*

community colleges. They are working together to identify the labor force needs of the county and how to meet those needs with participant services and training.

7. Outcome Data:

<u>Occupation</u>	<u>Number of Participants Employed in 2002</u>	<u>Entry Level Hourly Wage</u>
Grounds Maintenance	350	\$6.75
Janitorial	1 25	\$6.75

SECTION 1B

1. Name of component: *Workfare*

X 30-day Job Search Prior to Workfare (check box if appropriate)

2. Type of Component: *work*

3. Description of component:

Following the initial determination of eligibility, newly-certified ABAWDs are required to conduct up to 30 days of job search. Participants attend two days (six hours each day) of classroom instruction on job-search techniques, including interviewing, telephone technique, preparation for interviewing and good work habits. The next five days are spent in a "phone room" arranging interviews with prospective employers. Participants must make five documented job contacts a day in the subsequent three weeks, reporting to a case manager every other week.

At the end of the 30-day job search period, if the ABAWD has not obtained employment, he/she is offered a workfare slot at a CBO, County Public Works or other county government facility. If the ABAWD accepts the offer, he or she will be required to work total monthly hours equivalent to the number obtained by dividing the household's monthly food stamp allotment by the state minimum wage of \$6.75 per hour.

4. Geographic areas covered and variations among local areas:

The workfare component will operate county-wide; there is no local variation. The specified activities are provided in a standard fashion throughout the county.

5. Targeted population: *ABAWD applicants and recipients.*

6. Anticipated number of ABAWDs who will begin the component each month:

200 per month (2,400 per year).

7. Anticipated number of non-ABAWD mandatory participants who will begin the component each month: *0.*

8. Anticipated number of volunteers who will begin the component each month: *0.*

9. Number of hours of participation in workfare and duration of component:

Hours are determined by dividing the household's food stamp allotment by the state minimum wage of \$6.75 per hour and the duration of the activity is indefinite. Also see number 3 above for level of effort for 30-day job search activities.

10. If 30-Day Job Search Prior to Workfare is offered:

- **Participants required to perform this activity (e.g., newly certified ABAWDs):**

All work-registered, nonexempt, and nondeferred ABAWDs

- **Number of job contacts that will be required over what time period:**

Participants must make five documented job contacts a day in the 2nd, 3rd, and 4th weeks of the 30-day job search period.

- **Method for monitoring job contacts (e.g., random phone calls):**

Random phone calls to employers listed on the job contact sheets by participants will be used to monitor job contacts.

11. Organizational responsibilities:

The CWD's Employment Services Division develops workfare slots. Supervision of participants at the workfare sites is provided by the agency or organization receiving the participants' services. The supervision costs are funded through interagency agreements and/or contracts.

12. Participant Reimbursement for Transportation and Ancillary Expenses:

\$	50	per person cost of participant reimbursement
X	200	ABAWDs per month
\$	10,000	per month
X	12	months
\$120,000		total FFY 2003 cost of this expense

13. Participant Reimbursement for Dependent Care: N/A.

14. Cost of the component without participant reimbursements:

\$	100	per person
X	200	number of slots per month
\$	20,000	costs per month
X	12	months
\$ 240,000		total FFY 2003 cost of this component <u>without</u> participant reimbursements

15. Total cost of the component, including participant reimbursements:

\$ 120,000	final figure from item 12 above
+	0 final figure from item 13 above
<u>+ 240,000</u>	final figure from item 14 above
\$ 360,000	total cost for this component.

PART II: PROGRAM PARTICIPATION AND EXEMPTIONS

[template]

The county must describe in this section the data used to design and plan its FSET program. Provide a clear explanation of the methods used to estimate the number of work registrants, ABAWDs and the potential number of FSET placements, including ABAWDs. Use actual figures from the current fiscal year whenever possible in formulating the projection. Be as accurate as possible in developing these estimates.

A. Work Registrant Population.

1. Number of Work Registrants. Include the following work registrant data:

a. **The number of work registrants expected to be in the County as of October 31, 2002:** 12,612.

b. **The anticipated number of new work registrants to be added from November 1, 2002 through September 30, 2003:** 4,203.

c. **The total unduplicated number of work registrants in the County from October 31, 2002 through September 30, 2003 (a + b = c):**
16,815 (enter this number on Table 1, line A).

2. Unduplicated Work Registrant Count. Explain whether the estimated number of work registrants is based on a duplicated or unduplicated count of individuals. An unduplicated count is one where individuals will not be included in the reported work registrant counts more than once in any fiscal year. Make every effort to provide an unduplicated count.

This is an unduplicated count. EWs check the MEDS database to see if participants were ever reported as work-registered NAFS recipients in the federal fiscal year to determine whether individual is to be counted as a work registrant.

3. Characteristics of Work Registrants.

[template]

In December 2001, the County compiled statistics on the characteristics of our food stamp registrants with regard to education, age, ethnicity, and unemployment. For work registrants without a high school diploma or equivalent, approximately 12 percent have less than a 9th grade education and 67 percent have a 11th and 12th grade education. Approximately 47 percent of all work registrants have a high school diploma or equivalent. Of the total work registrants, approximately 80 percent are between the ages of 20-39, 40 percent are white, 47 percent are Hispanic, and 14 percent are African American. The county's unemployment rate in calendar year 2002 was about 12.4 percent.

Summary of the analysis is attached.

X An analysis was not conducted in our county.

Other (specify):

[template]

TABLE 1
ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2003

A.	Total number of work registrants in the county during the Planned Federal Fiscal Year.	<u>16,815</u>
B.	List the number of work registrants categorically deferred from FSET participation who are in:	
	1. A Non-FSET county	<u>0</u>
	2. Substitute Programs (e.g., GA) that have participation requirements which exceed FSET participation requirements	<u>0</u>
	Total	<u>0</u>
C.	List the number of work registrants individually deferred from FSET participation due to:	
	1. Temporary illness	<u>404</u>
	2. Lack of child care	<u>40</u>
	3. Lack of transportation to/or living too far from FSET program	<u>200</u>
	4. Family difficulties	<u>400</u>
	5. Legal difficulties	<u>55</u>
	6. Temporarily unemployed, expected to return to work with in 60 days	<u>215</u>
	7. Other (specify):	<u>0</u>
	Total	<u>1,314</u>
D.	Total number of work registrants deferred from FSET (add totals from B & C)	<u>1,314</u>
E.	Percent of all work registrants deferred from FSET (D divided by A)	<u>7.8%</u>
F.	Number of FSET mandatory participants (A minus D)	<u>15,501</u>
G.	Total number of ABAWDs in the county during FFY 2003	<u>13,490</u>
H.	Average monthly number of ABAWDs exempt under the county's 15 percent ABAWD exemption criteria.	<u>100</u>

[template]

TABLE 1B
COUNTY'S 15 PERCENT ABAWD EXEMPTION CRITERIA
FEDERAL FISCAL YEAR 2003
(To be completed by all counties)

Provide the criteria the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide explanation below.

EXEMPTION CRITERIA FOR FFY 2003:

1. Illiteracy,
2. Language barriers,
3. Remoteness.

REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD EXEMPTION:

N/A

TABLE 2
FEDERAL FISCAL YEAR 2003
(10/01/02 to 9/30/03)

PART I. ESTIMATED FSET PLACEMENT LEVELS

A.	Number of times mandatory participants are expected to begin a component.	<u>2,400</u>
B.	Number of times volunteer participants are expected to begin a component.	<u>0</u>
C.	Total number of placements the CWD expects to make during the year.	<u>2,400</u>

PART II. ESTIMATED ABAWD ACTIVITY

A.	Total number of workfare slots expected to be created during the year.	<u>2,400</u>
B.	Total number of education and training slots to be created during the year.	<u>0</u>
C.	Total number of ABAWD slots expected to be created during the year.	<u>2,400</u>

PART III: PROGRAM COORDINATION

Describe coordination within the county's food stamp program as well as interagency coordination between the county's food stamp program and other agencies within the CWD and/or other agencies and entities outside the CWD.

A. Program Coordination *[provide written narrative--no template]*

Clearly describe how the FSET program relates to other processes in the food stamp program.

1. Narrative Coordination Statement. *As part of the Intake and recertification process, the Food Stamp EW makes an initial determination of whether the person is a work registrant. The work registrant is given a code which is recorded on the food stamp application. If the code identifies the person as a work registrant, the person is counted as a work registrant in the FSET system.*

At a group or individual meeting, the FSET Employment Counselor assesses the work registrant's employment and training needs, job readiness status, and barriers to employment. If the participant claims significant unverified medical problems that prevent employment, s/he can be required to provide medical verification, begin a workfare component, or exempted under the county's 15 percent criteria.

The FSET Employment Counselor monitors compliance with a FSET component. If the person fails to comply, the FSET Employment Counselor is responsible for completing the good cause determination and generating the appropriate Notice of Action.

2. Information Coordination. *The FSET Employment Counselor monitors all attendance at least once a month. The participants or the component provider are required to provide verification of attendance to the Employment Counselor. For ABAWDs, the FSET Employment Counselor records the monthly hours of participation and sends a verification form to the EW. The EW records whether or not the person has met the ABAWD work requirement during the month and this information is keyed into the MEDS database. If the participant fails to comply with the FSET program requirements, including verifying attendance, the FSET Employment Counselor generates a 10-day discontinuance/sanction letter.*

3. Coordination Time Frames. *The county FSET services target ABAWDs who ask to participate in FSET to meet the work requirement or persons who dually receive GA or food stamps. All newly-approved ABAWDs receive an informational letter on how to enroll in the FSET program and meet the ABAWD work requirement. They are instructed to report to the Employment Counselor for an interview and initial assignment that generally begins in the current month. Many food stamp-only recipients report to the FSET Employment Counselor during the first month of aid, while others wait until they are about to be discontinued for failing to meet the ABAWD work requirement. All new GA/FSET applicants who are employable complete a group or individual assessment interview. The FSET assignment generally begins within two weeks of their food stamp application.*

B-1. Interagency Coordination

**TABLE 3: SUMMARY OF INTERAGENCY COORDINATION
FOR THE FSET PROGRAM
FFY 2003**

Areas of Coordination	Agencies (list all that are involved)	No. of FSET Placements Expected	Methods of Coordination (include the appropriate categories from item B.2. on page 49)
1. Delivers an FSET Component	<i>Goodwill, County Hospital, City College, County Public Works</i>	<i>2,400</i>	<i>Provides workfare slots and supervision of participants through interagency agreements and/or contracts.</i>
2. FSET program delivers a service for another agency or program	N/A		
3. Joint component of the FSET program and another agency or program	N/A		
4. Referral of individuals from the FSET program to another program or agency	N/A		
5. Other forms of coordination: (specify) <i>Workforce and Resource Development Department (local workforce development system)</i>	<i>CWD, local business, job developers, adult schools and community colleges</i>	<i>none</i>	<i>This agency provides workforce planning & development, identifies the needs of the county and other employers, and identifies strategies for providing participant services and training to meet business needs.</i>

2. Methods of Coordination

The county will develop contracts and/or interagency agreements with the Goodwill, County Hospital, City College, and County Public Works to provide workfare slots and supervision of participants.

C. Contractual Agreements.

Contractors will provide FSET participants with meaningful work assignments, monitor compliance with contracts and act as liaison between workfare participants and the county agency.

**TABLE 4
OPERATING BUDGET
FEDERAL FISCAL YEAR 2003**

		A	B	C	D	E	F
	COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPENDENT CARE	TRANS/ ANCILLARY	TOTAL
1	Job Search						
2	Job Club						
3	Workfare	\$120,000	\$84,000	\$36,000	\$0	\$120,000	\$360,000
4	Self-Initiated Workfare						
5	Work Experience/OJT						
6	Work Experience/OJT/Drug/Alcohol Rehabilitation						
7	Vocational Training						
8	Vocational Training/Drug/Alcohol Rehabilitation						
9	Vocational Training/Job Search						
10	Vocational Training/Job Club						
11	Education						
12	Education/Drug/Alcohol Rehabilitation						
13	Education/Job Search						
14	Education/Job Club						
15	Other (specify)						
16	Total	\$120,000	\$84,000	\$36,000	\$0	\$120,000	\$360,000
17	Total Component Cost (A16+B16+C16)			\$240,000			
18	Assessment			\$0			
19	Dependent care			\$0			
20	Transportation/Ancillary			\$120,000			
21	Grand Total(17+18+19+20)			\$360,000			

TABLE 5
PLANNED FISCAL YEAR COSTS
(by funding category)
FEDERAL FISCAL YEAR 2003

FUNDING CATEGORIES	ESTIMATE OF FFY 2003 EXPENDITURES
1. FSET Grant Funds (100% Federal)	\$180,000 *
2. Overmatch for Administrative Cost:	
50% Federal	\$30,000
50% County	<u>+\$30,000</u>
<u>Subtotal</u>	\$60,000
3. Participant Reimbursements:	
A. Transportation:	
50% Federal	\$60,000
50% County	<u>+\$60,000</u>
<u>Subtotal</u>	\$120,000
B. Dependent Care:	
50% Federal	\$0
50% County	<u>+\$0</u>
<u>Subtotal</u>	\$0
4. Grand Total (1+2+3A+3B)	\$360,000

*Amount matches the county's allocation of 100 percent federal funds.

PROGRAM REPORTING AND MANAGEMENT INFORMATION

[fill in requested information]

A. Methods for Meeting On-Going Reporting Requirements

The county will submit quarterly reports (STAT 40 and STAT46) to the California Department of Social Services by the 15th working day of the month following the report quarter.

1. Management Information System (MIS)

X The County will aggregate hard copy reports

Other: _____

B. Organizational Responsibility for FSET/ABAWD Reporting

1. Person Responsible for Non-Financial Reporting. Please provide the name and phone number.

*John Doe, Program Analyst
(503) 777-8888*

2. Person Responsible for Financial Reporting. Please provide the name and phone number.

*Jane Doe, Fiscal Manager
(503) 777-8889*